

Arizona State Braille and Talking Book Library

Annual Application for Institutional Service (Applications effective January – December)

Agency Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip+4: _____

Telephone Number: _____ Ext: _____

Type of Agency:

_____ Nursing Home

_____ Hospital

_____ Library

_____ Other: _____

Types of Service Requested:

_____ Books on Tape - Includes one 4-track tape player

_____ Magazines on Tape - List of options will be mailed to you

Reader Profile - Check what applies to those who will be using the service

Books should be in:

_____ English

_____ Spanish

_____ French

_____ German

_____ Italian

_____ Other: _____

Restrictions:

_____ No explicit descriptions of violence

_____ No explicit descriptions of sex

_____ No strong language

Reading Level:

_____ Juvenile (Check all that apply)

_____ P-3, _____ 2-6, _____ 4-7, _____ 5-9

_____ Young Adult

_____ Adult

Please send us books from the following subject areas:

Subjects:

_____ Adventure - Fiction 010
_____ Adventure - Non-Fiction 400
_____ Animals – Fiction 011
_____ Animals – Non-Fiction 803
_____ Arizona - Fiction 020
_____ Arizona - Non-Fiction 460
_____ The Arts - Fiction 247
_____ The Arts - Non-Fiction 520
_____ Best Sellers - Fiction 052, 040
_____ Best Sellers - Non-Fiction 054, 550
_____ Biography 430, 440, 450, 570
_____ Books in Spanish 974
_____ Classics 060, 070
_____ Family Stories 268
_____ Fantasy Fiction 181
_____ Gentle/Nostalgic Fiction 243
_____ Historical Fiction 100
_____ Historical Fiction, U. S. only 106,107
_____ History 560
_____ History – U. S. only 566, 567

_____ Horror Stories 160
_____ Humor 600, 603, 604
_____ Mysteries 140, 141, 147
_____ Nature – Non-Fiction 809
_____ The Occult 660
_____ Poetry 730
_____ Psychology, Popular 745
_____ Religion 760, 780, 620
_____ Religious Fiction 310, 765, 785
_____ Romance 120, 310, 270, 046
_____ Science Fiction 180
_____ Short Stories 258
_____ Social Issues 510
_____ Travel 860
_____ Travel, U. S. only 864
_____ Sports Fiction 249
_____ Sport Non-Fiction 840
_____ Westerns 220

_____ Library may select books for this account from the subject areas marked above.

_____ Send only books that we order (at least 4 books per year to retain equipment).

Authorization Signature

I certify that this agency regularly provides service to individuals who are unable to read a regular print book because of a permanent or temporary visual or physical disability. I hereby request an institutional account with the Arizona State Braille and Talking Book Library in order to provide these individuals with the opportunity to enjoy recorded materials.

ADMINISTRATOR'S Signature: _____ **Date:** _____
(Other than contact person)

Printed Name: _____

Title: _____ **Phone:** _____

Mail completed application to:

Arizona State Braille And Talking Book Library
1030 N. 32nd Street
Phoenix, Arizona 85008
Attn: Alice Lauer
alauer@lib.az.us

Arizona State Braille and Talking Book Library

INSTITUTIONAL LOAN POLICY AND PROCEDURES

The Arizona Braille and Talking Book Library in cooperation with the National Library Service loans a circulating collection of recorded books and, if appropriate, equipment to an institution which has on-going contact with and provides services to individuals who are eligible for and have the mental capacity to derive benefit from the services provided by the Library.

REQUIREMENTS: All organizations or institutions interested in having a BTBL Account must meet the following requirements.

1. Complete the Library's application for institutional service.
2. Provide a specific, secure physical location for the books and equipment on loan from the library.
3. Designate one person to be responsible for materials to assure the following:
 - books and equipment are made accessible to qualified users.
 - books and equipment are kept in good condition.
 - the book collection and equipment will be returned promptly to BTBL if no longer being used by qualified individuals.
4. Complete a statement of responsibility, signed by the chief officer of the institution.

INSTITUTIONS SERVED:

1. Residential centers for seniors, e.g. nursing homes and retirement centers.
 - These accounts can have one cassette player and a small circulating collection. Eligible residents who are active readers can also be set up as individual accounts.
2. Medical facilities with patients receiving long-term care lasting a month or more. Examples: special hospital units treating burns, cancer, comas, kidney dialysis; rehabilitation centers; and convalescent centers.
 - These accounts can have one cassette player and a circulating collection of materials. Eligible individuals can be set up for individual accounts when they leave the institution.
3. Centers providing day activities for adults, e.g. senior centers.
 - These accounts can have a cassette player and a small circulating collection. Eligible clients who are active readers can also be set up with individual home accounts.
4. Schools serving qualified students. Applications for students with a reading/learning disability (resulting from organic dysfunction) must be certified by a medical doctor.
 - These account can have a cassette player and a small circulating collection. Eligible clients who are active readers can also be set up with individual home accounts.

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS
BRAILLE AND TALKING BOOK LIBRARY

INSTITUTIONAL ACCOUNTS

Thank you for your interest in an institutional account with the Arizona State Braille and Talking Book Library. We provide library service in cooperation with the National Library Service at the Library of Congress. As an institutional account your agency will be entitled to the following services:

- **Books on Tape** - This service includes one 4-track tape player and a small circulating collection of books on tape.
- **Magazines on Tape** - A list of recorded magazines will be sent to you when your service begins.

An application for institutional service is enclosed. Please specify a contact person who will oversee the account. This person will be responsible for at least a quarterly request for books. After an application has been processed, we will send requested books or make selections based on your areas of interest. Replacement books will be sent as books are returned. **Please note that the application requires the signature of the agency director.**

Institutional accounts are designed to accomplish several goals. We encourage you to try out the service with individuals in your care who are no longer able to read a regular print book due to physical or visual handicaps. If the trial is successful, the person may apply for an individual account as long as their disabilities fall within the guidelines of the National Library Service. The individual will then receive equipment and a custom supply of recorded materials. You may also want to use the equipment for group activities or as a temporary loaner when an individual's equipment is out for repair.

Please keep the library's phone numbers handy and ask for me by name when you call. When calling about equipment, it is helpful to have model and serial numbers available. The staff at the Arizona State Braille and Talking Library looks forward to serving your agency.

Sincerely,

Alice Lauer
Institutional Account Coordinator
602-255-5578 or 800-255-5578